

MADERA COUNTY

SENIOR LIBRARY BRANCH ASSISTANT

DEFINITION

Under direction, to assume responsibility for the operations and services of a larger County branch library; to provide supervision and training for assigned staff; to perform a variety of patron and circulation assistance at the assigned County library branch; and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over clerical staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Library series. Incumbents are distinguished from the Library Branch Assistant level by the size of the branch library for which they have responsibility and by the supervision and training which they provide to assigned staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assumes responsibility for the operation and services of a County library branch; provides supervision and training for branch staff; evaluates the work of assigned personnel; works with library patrons, providing assistance in the use of library facilities and resources; answers questions; checks out material for circulation; issues library cards; collects monies for overdue and damaged books and media; receives and places patron holds on books, media, and information by computer; finds and reserves books and media for circulation in other libraries; assists with cataloging and technical processing; compiles statistical summaries and reports; supervises book repair and mending; prepares periodicals for patron use; updates collection lists and other records; compiles and calls in book order list; performs reference services; obtains detailed information about patrons' reference requests and needs; instructs children in the use of library resources and library rules and procedures; conducts summer reading and crafts programs; updates bulletin board displays; maintains account records on monies collected; updates records and reports; types a variety of correspondence, information, and other materials; performs office assistance duties; operates a computer and office equipment; recruits community volunteers for library jobs and projects; works with community organizations; maintains annual inventories of branch furniture and equipment; ensures proper repair and maintenance of branch building.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Library procedures and methods.
Library reference resources.
English usage, spelling, grammar, and punctuation.
Modern office practices, methods, and computer equipment.
Indexing, filing, and record keeping methods and procedures.
Mathematical principles.
Public relations principles and techniques.
Principles of supervision and training.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Assumes responsibility for the operations and services of County branch library.
Provide supervision and training for assigned staff.
Performs library and circulation assistance assignments.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Performs office assistance work involving the use of independent judgment and requiring speed and accuracy.
Make arithmetical calculations.
Maintain accurate records and prepare reports.
Effectively represent library services to the public and community organizations.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of responsible working experience comparable to that of a Library Assistant with Madera County including some lead or supervisory experience.

Madera County
Senior Library Branch Assistant (Continued)

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in library science. Two years of college is desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.

Effective Date: May, 1995